



Department of Financial Services  
City of Frisco, Texas

## Memorandum

**To:** Honorable Mayor Maso and City Council Members

**Thru:** George Purefoy, City Manager  
Nell Lange, Assistant City Manager

**From:** Tom Johnston, Purchasing Manager  
Anita Cothran, Director of Financial Services

**Date:** September 24, 2008

**Subject:** Consider and Act Upon Approval of Purchase Orders with Napa Auto Parts, for the Purchase of Miscellaneous Vehicle Maintenance and Repair Parts, during the 2009 Fiscal Year

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**Action Requested:** City Council approval of purchase orders with Napa Auto Parts, for the purchase of miscellaneous vehicle maintenance and repair parts during the 2009 fiscal year, in the total amount of \$64,000.

**Background Information:** Napa Auto Parts is a supplier for miscellaneous vehicle maintenance and repair parts for the City of Frisco. The purchase of these parts is done on an as needed basis to repair and maintain the City of Frisco fleet of vehicles. Napa Auto Parts is a full service fleet parts store that offers both pick-up and delivery options convenient to the City of Frisco Fleet Services Division and Fire Department. The City is setup with Napa under their governmental pricing structure that insures all pricing is at or below the jobber price list. All single purchases greater than \$500 go through the formal purchasing process of obtaining three quotes. Fleet Services request is for \$40,000 and the Fire Department is requesting \$24,000.

**Board/Citizen Input:** N/A.

**Financial Considerations:** Funding is appropriated throughout the various divisions for Fiscal Year 09.

**Supporting documents:** Department memos and requisitions